



Town of Garrett Park

FY 2013

Operating & Capital Budget

Ordinance 2012-02

To Be Introduced

March 12, 2012

Town of Garrett Park

INTRODUCTION

An Overview and Explanation of the Budget Process

The Budget Process

ADJUSTING A CURRENT YEAR'S BUDGET: This is usually done in January, and is typically required because the estimates for the annual budget were made nearly a year before and intervening events often require some changes. Adjustments to the budget may be done by ordinance, with introduction usually in February and adoption following in March, or by resolution, transferring funds from OPERATING and CAPITAL CONTINGENCY to budget accounts as needed.

ADOPTING A BUDGET FOR THE NEXT FISCAL YEAR: The Town Administrator gathers information regarding estimated revenues and proposed expenditures, analyzes the current fiscal year's experience, and presents a draft budget to the Mayor in early February. The Mayor reviews the proposed budget and with the Town Administrator prepares a presentation for the Council at a work session, usually in late February. Discussion with the Council produces a draft budget ordinance for consideration at the March Council meeting, where public comment is heard, and appropriate adjustments made before the Council votes on the ordinance's introduction. The budget ordinance is then presented for adoption at the April meeting.

SOURCES OF FUNDS

Revenues: These are funds the Town expects to receive from external sources, and for accounting purposes are arranged into four categories: 1) the levying of taxes and assessment of fees; 2) transfers from Montgomery County, the state, or the federal government; 3) charges for services provided, and; 4) miscellaneous revenues. These are budgeted on an annual basis.

1) TAXES & FEES

LOCAL PROPERTY TAXES:

Real Property Taxes are levied on residential and commercial real estate. Public property and certain private property such as churches and schools are exempt. The MD Department of Assessment and Taxation (MD DAT) sets the property values. Owner-occupied homes receive a significant "Homestead" credit, so residents should assure their homes are properly registered with MD DAT (www.dat.state.md.us/sdatweb/taxcredits.html). (NOTE: Homes registered as "Homesteads" also have greater protection under state law against foreclosure and bankruptcy proceedings.) Garrett Park residents pay these taxes to the County and to the Town. The Town's tax rate is 21 cents per \$100, or .21%.

Personal Property Taxes are assessed on property related to home occupations, including corporations based in Garrett Park. Such property includes furniture or equipment used to support a business or commercial activity. Public utilities pay taxes on property they own in Town, such as telephone poles, wires, transformers, etc. The rate is \$1.00 per \$100, or 1%.

LOCAL INCOME TAX: The state shares with the Town a portion of its income tax receipts from Garrett Park residents. This is why it is important that residents put "Garrett Park" in the *city, town or taxing area box* on Form 502 when they file their Maryland state tax return. The Town's revenue from this source is quite volatile, reflecting the national economic status, and highly influenced by capital gains realized.

FEES: The Town charges fees for alcohol licenses, as well as for various permits such as building, driveway, and demolition. Montgomery County collects franchise fees from Verizon and ComCast and sends the Town its share on a quarterly basis.

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2) INTERGOVERNMENTAL REVENUES

FROM MARYLAND:

Highway User Funds come from the gasoline taxes collected by the state and are distributed on the basis of miles of roadway within a county or municipality. These distributions were cut by 90% in FY 2010 for all jurisdictions. The current FY 2013 estimate is \$8,000.

Program Open Space is a grant program run by the Department of Natural Resources (DNR) to assist counties and municipalities in the acquisition and improvement of open space and parks. Funds are appropriated by the state as part of the annual budget and distributed to the Counties. In Montgomery County these funds are shared with the municipalities on a formula based on population. Funds are held by the county for the municipalities and distributed as grant applications are approved by DNR. At the moment, additional funds from the state are not being added to the program due to the current financial difficulties it faces, but there remain \$11,000 in the Town's account which is available to support qualified projects.

FROM MONTGOMERY COUNTY:

Revenue Sharing: Montgomery County returns to the municipalities within its borders a portion of its real estate tax revenue to avoid "tax duplication" for services provided to residents by the municipalities. For example, Garrett Park maintains its own roads, so the County returns to the Town some of the taxes it has collected for its own road maintenance program. (\$42,590 in FY 2011 and FY 2012. Due to the County's current budget difficulties, we expect this to be substantially reduced in FY 2013. We are estimating \$25,000).

3) SERVICE CHARGES

GENERAL GOVERNMENT CHARGES are collected for copies made on the Post Office photocopier and public records copies made in the Town Office.

MUNICIPAL REFUSE COLLECTION FEES are collected as separate fees on residents' property tax bills, and are calculated on a per-household basis by dividing the annual contract cost by the number of homes in Town.

4) MISCELLANEOUS REVENUES

INVESTMENT EARNINGS are the interest the Town earns on cash it has on deposit in financial institutions. The Town currently maintains a single checking account at Sandy Spring Bank, which earns little or no interest, and participates in Montgomery County's pooled investment fund, which also yields a low return. In an effort to increase interest income, accounts have been opened at ING Bank and the Harbor Bank of Baltimore. The Town manages its cash on hand to keep as much of it as possible in the higher-yield accounts, which has resulted in an increase in interest received. However, as the current Capital Program will significantly draw down the Town's cash, we expect reduced interest income in FY 2013.

RENTS & CONCESSIONS

Town Hall Rents are charged for the use of the hall by private parties. The rates are currently \$125 for a resident and \$500 for a non-resident. A number of organizations/individuals rent the hall on a regular basis at a negotiated rental - the music class for young children and the yoga class for adults are examples of these.

Penn Place Rents are currently charged to four tenants: US Post Office, Black Market (the restaurant and a 3rd floor office), Keating Builders, and to a new tenant (one of the 3rd floor offices is currently vacant). There is a base rent charged each tenant based on the square-footage of the rented space. Except for the Post Office, an additional rent is calculated, also based on size of the rented premises on a square-foot-occupied basis, is to cover the cost of utilities and services provided by the Town.

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Swimming Pool Association Rent is charged annually for the use of the Town-owned lots that the swimming pool occupies. For many years this was a nominal rent, but in recent years it has been increased 10% per year in an effort to raise the rent to a more equitable level.

CONTRIBUTIONS AND DONATIONS also includes non-governmental grants. For the past 8 years the Town has received grants from the Cove Charitable Trust of Boston of between \$10,000 and \$20,000 per year to support the Town Archives. It is expected that this will continue at the \$7,500 level in FY 2013.

TRANSFERS IN: The Town treasury holds cash in four categories from which it may transfer funds to support a budget: 1) OPERATING and CAPITAL RESERVES; 2) RESTRICTED FUNDS; 3) EXTERNAL ACCOUNTS, and 4) "FREE CASH."

1) **RESERVES:** Reserves are appropriated funds held in the Town's treasury. They are specific amounts, and must be fully funded by cash available in the Town's accounts at the end of each fiscal year, unlike contingencies, which are part of the budget and are extinguished at the end of each fiscal year. Funds are added to or withdrawn from reserves by ordinance.

Operating Reserve: These appropriated funds are held to support the operating budget, if needed. Current balance: \$175,000.

Capital Reserve: These appropriated funds are held to support the Capital Program, if needed. Current balance: \$0

2) **RESTRICTED FUNDS:** These are funds held in the Town's treasury that have been received or appropriated for a specific purpose.

Yeandle Park Fund: When the Town accepted the gift of Yeandle Park the Council set up this fund to receive \$5,000 per year for the 10-year term of the life tenancy granted to the donor. The purpose of these funds is to provide for the demolition of the house on the property and the establishment of the active portion of the park. The current balance is \$30,000.

Penn Place Tenants Security Deposits: Current balance \$4,583.

3) **EXTERNAL ACCOUNTS:** These are funds that are not held by the Town in its checking account or at the Montgomery County Pooled Investment Fund.

Medical Benefits Self-Insured Reserve Fund ("First Dollar" Account): In an effort to control the cost of providing medical insurance to its full-time employees, the Town purchases high-deductible policies from CareFirst and self-insures the deductibles (\$5,000 per policy). This fund is held by our medical benefits administrator, and receives monthly deposits. When the balance reaches \$20,000 the monthly payments are suspended. The fund's balance is currently \$7,833. Cash is withdrawn as needed to pay for medical expenses covered by the Town.

4) **"FREE CASH"** refers to cash on hand that has not been obligated through appropriation, and is therefore "free" to be applied to any legitimate use. This cash is accumulated when the Town runs a surplus, and decreases when the Town spends more than it takes in during a given fiscal year.

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USES OF FUNDS

The Operating Budget

The Operating budget comprises a set of accounts that fund the regular operations of the Town. Funds to support these operations are appropriated to those accounts in the annual Fiscal Year Operating Budget, which is in force from July 1st to June 31st. Expenditures are limited by the amounts appropriated in the budget, and all operating budget appropriations expire at the end of the fiscal year unless specifically encumbered by a Council resolution - something rarely done. The operating budget includes a CONTINGENCY account, from which funds may be transferred to other accounts by resolution. Any action by the Council that increases the total of the operating budget must be accomplished by ordinance.

The Capital Budget

The Capital Budget funds the Capital Program: Unlike appropriations in the Operating Budget, Capital Budget appropriations do not expire at the end of the fiscal year and remain in force until expended or revised by a future Capital Budget. That is why unspent Capital Appropriations are counted as encumbered funds and are not part of "Free Cash." The entire budgeted transfer to the Capital Budget in the Annual Budget takes place on the first day of the new fiscal year. The FY 2013 budget includes a CAPITAL CONTINGENCY, from which the Council may transfer funds by resolution.

Town of Garrett Park

Summary of the Proposed FY 2013 Operating & Capital Budget

(Please note that \$ and % comparisons are to the FY 2012 budget, as amended)

	Budgeted	Increase (Decrease)	% Increase Decrease
Annual Operating Receipts:	\$999,985	(\$89,466)	-8.2%
1000 - Taxes & Fees:	\$702,600	(\$69,575)	-9.0%
REAL PROPERTY TAX:	\$431,250	(\$58,750)	-12.0%
<p>In February of 2011, the Town's assessable tax base was estimated by the MD Department of Assessment & Taxation (MD DAT) to be \$238,548,255, for a projected yield at the current tax rate of .21 of \$500,950 . The recent revaluation of properties in Town has indicated a 10-15% reduction in the tax base. The FY 2013 budget projects a 13.3% reduction. The MD DAT FY 2013 state estimate of the Garrett Park tax base will be sent out in late February and this line may need adjustment.</p>			
PERSONAL PROPERTY TAXES	\$18,000	\$150	0.8%
<p>Collections increased dramatically in FY 2011 to \$54,368. This increase was a result of prior years' taxes being credited to the Town's account as well as the increased valuation of Verizon's new fiber optic network, and will not be duplicated in FY 2012, where receipts of \$17,850 has been projected. A slight increase is projected for FY 2013.</p>			
LOCAL INCOME TAX	\$240,000	(\$10,000)	-4.0%
<p>Receipts for FY 2013 are difficult to project. The state projects a 10% reduction in receipts next year, but that may not fully apply to Garrett Park.</p>			
LICENSES & PERMIT	\$12,350	(\$1,075)	-8.0%
<p>Fees are projected to be reduced - no major construction expected in FY 2013.</p>			
2000 - Intergovernmental Receipts:	\$33,050	(\$19,590)	-37.2%
HIGHWAY USER FUND	\$8,000	(\$2,000)	-20.0%
<p>The State Highway Administration (SHA) projects Garrett Park receipts for FY 2013 to be \$8,110.</p>			
PROGRAM OPEN SPACE	\$0	\$0	0%
<p>The Town has a balance of approximately \$11,000 in Program Open Space (POS) funds. No grant amounts are included in the proposed FY 2013 budget at this time, but the Parks & Open Space Committee has been charged with developing a qualifying project. The Town would have to put up \$22,000 to receive these funds.</p>			
MONTGOMERY CO. REVENUE SHARING	\$25,000	(\$17,590)	-41.3%
<p>\$49,300 was received in FY 2011 and FY 2012. It is likely the County will have to reduce this significantly in FY 2013. As of yet no information has been received from the County.</p>			

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	Budgeted	Increase (Decrease)	% Increase Decrease
3000 - Service Charges:	\$130,200	(\$50)	0.0%
MUNICIPAL REFUSE FEE	\$130,000	\$0	0.0%
This fee is set equal to the expected expense for the year, and then divided by 360, the number of homes in the Town.			
5000- Miscellaneous Receipts:	\$134,135	(\$1,401)	-1.0%
INVESTMENT EARNINGS	\$2,500	(\$2,700)	-24.2%
Interest received from invested Town funds was significantly increased in FY 2011 by investing Town funds with banks offering significantly higher interest rates than the Montgomery County Pooled Investment Fund. This practice will continue in FY 2013, but due to the substantial reduction in cash on hand resulting from the major capital projects of FY 2012, a reduction in interest revenue is projected.			
RENTS & CONCESSIONS	\$123,835	\$3,650	3.0%
These are projected to increase slightly with the annual 3% increase in the base Penn Place rents. Town Hall receipts should increase as the economy improves.			
GRANTS & DONATIONS	\$7,500	(\$2,500)	-25.0%
This includes the ongoing but reduced grant for the Archives & Public Records from the Cove Trust.			
9000 - Transfers:	\$1,396	(\$347,025)	-99.6%
Projected "Free Cash" Balance EOY FY 2012:	\$195,270		
Proposed transfers From "Free Cash":	\$1,396		
The FY 2012 budget, with its substantial capital investments improving the Town's infrastructure, will consume much of the Town's "Free Cash." The FY 2013 budget represents a pause in the Town's capital investment program in order to begin the accumulation of funds for projects in FY 2014 or 2015. Hence, only a slight transfer of funds in from "Free Cash" is projected.			
Reserves & Contingencies:	\$242,830	% of Budget:	24.2%
Operating Reserve: There is no proposed transfer to or draw from the OPERATING RESERVE in the FY 2013. The balance remains \$175,000.			
Operating Contingency:	\$40,000		
The same level of Operating Contingency as in the initial FY 2012 budget			
Capital Contingency: There is no proposed addition to the CAPITAL CONTINGENCY in the FY 2013 budget.			
Projected Remaining Capital Contingency as of 07/01/2012:	\$27,830		
Total Receipts & Transfers In:	\$1,001,380	(\$435,740)	-30%

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		Budgeted	Increase (Decrease)	% Increase Decrease
Annual Operating Expense:		\$942,130	\$67,010	7.7%
10000 Personnel:		\$404,630	\$18,275	4.8%
SALARIES		\$279,225	\$8,525	3.1%
Increase represents a cost of living adjustment for all employees of 3-3.3%				
OVERTIME		\$5,000	\$0	0%
This is typically set at \$5,000, which is usually adequate unless there are serious storms.				
EMPLOYEE BENEFITS:		\$94,095	\$8,440	9.9%
Pension Contributions	FY12 overestimated	\$17,250	(\$1,500)	-8.0%
Workers Compensation	Related to Salaries	\$15,000	\$500	3.4%
Health & Life Insurance	Major premium increas	\$60,945	\$9,440	18.3%
Clothing Allowance	Unchanged	\$900	\$0	0.0%
Payroll Taxes	Related to Salaries	\$26,310	\$1,310	5.2%
The main driver of the increase in these accounts is a close to 20% projected increase in the cost of health insurance				
11000 Town Administration:		\$83,325	(\$3,995)	-4.6%
ELECTED & APPOINTED OFFICIALS		\$2,250	(\$500)	-18.2%
ELECTIONS		\$1,400	\$175	14.3%
ARCHIVES & PUBLIC RECORDS:		\$22,000	\$3,250	17.3%
The Archives Committee has hired a new part-time Archivist. A reduction in the Public Records budget partially offsets this increased expense.				
GENERAL EXPENSES:		\$19,050	(\$350)	-1.8%
Essentially level-funded with FY 2012.				
PROFESSIONAL FEES:		\$29,000	(\$7,625)	-20.8%
There were major legal expenses in FY 2012 associated with the Elementary School reconstruction and the development of a land-use ordinance. Provision has been made for further Code of Ordinance legal expense. Other professional fees for the audit and bookkeeping services are increased slightly.				
INSURANCE		\$8,275	\$555	7.2%
Projected to increase slightly due to the addition of the Community Center as a covered property and a related increase in liability coverage. The Town's continued good loss-prevention record helps to keep the annual premium low.				
12000 Sponsorships Subscriptions Dues:		\$5,050	\$225	4.7%
MEMBERSHIP DUES (MD Municipal League)		\$3,500	\$225	7.7%
SPONSORSHIPS (GP Citizens Assoc, MLK Day)		\$1,300	\$0	0%
SUBSCRIPTIONS (Bugle, MC Zoning Updates)		\$250	\$0	0%

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		Budgeted	Increase (Decrease)	% Increase Decrease
13000 Buildings & Grounds:		\$94,250	\$6,180	7.0%
PENN PLACE		\$74,500	\$2,050	2.8%
Modest increases projected in utilities and routine maintenance.				
TOWN HALL		\$13,750	\$2,880	26.5%
Increase due to estimates for minor repairs and utilities being increased				
MAINTENANCE FACILITY		\$1,500	\$250	20%
Needs little work in FY 2013				
COMMUNITY CENTER		\$4,500	\$1,000	29%
Flying a little blind here, as this will be our first full year of grounds maintenance while the Nursery School is operating.				
14000 Town Services		\$230,475	\$15,425	7%
ROADS & SIDEWALKS		\$67,375	\$12,225	22%
Sidewalk Maintenance	Old sidewalks	\$500	\$250	100%
Road Maintenance	Another year older	\$1,000	\$250	33%
Storm Cleanup	Usual amount	\$7,000	\$0	0%
Leaf Removal	New contract estimate	\$30,000	\$4,250	17%
Street Sweeping		\$6,000	\$6,000	
No street sweepings are planned in FY 2012. Two are planned for FY 2013				
Street Lighting	Estimated increase	\$21,175	\$1,475	7%
Right of Way Maintenance	Level funded	\$1,700	\$0	0%
STORMWATER DRAINAGE MAINTENANCE		\$500	\$500	
MUNICIPAL REFUSE COLLECTION		\$130,000	\$1,300	1%
The Town's contractor has agreed not to increase charges for FY 2013. However, increases have been made in County fees and fuel adjustment estimates				
ARBORETUM		\$27,250	\$750	3%
The modest increase primarily represents an increase in estimated Arborist fees				
FEES	Primarily tipping fees	\$1,600	\$0	0%
PARKS & PLAYGROUNDS		\$3,750	\$650	17%
An increase in Cambria Park maintenance to accommodate work in Cambria Court				
16000 Plant & Equipment		\$13,025	\$1,550	14%
Increased estimates for fuel and vehicle maintenance				
17000 Publication Expenses		\$500	(\$250)	25%
18000 Conferences, Etc.		\$4,500	\$4,000	800%
With a number of new elected officials anticipated in May, funding has been restored for attendance at the Maryland Municipal League (MML) conferences and other training opportunities				

Town of Garrett Park

	Budgeted	Increase (Decrease)	% Increase Decrease
19000 Operating Contingency	\$40,000	\$25,000	167%
Because the FY 2012 budget was amended in February, the FY 2012 Contingency was reduced, having to cover less than one-half year. The initial FY 2012 budget carried a \$40,000 Contingency, so this is really level-funded			
20000 Interest, Depreciation & Debt	\$61,625	\$600	0.98%
21000 Taxes & Bad Debt	\$4,750	\$0	0%
	Budgeted	Increase (Decrease)	Est. Approps 7/1/2012
23000 CAPITAL BUDGET	\$57,250	(\$504,750)	\$109,248
23100 Capital Purchases:	\$0	\$0	\$1,000
There are no proposed Capital Purchases in FY 2012			
23200 Capital Construction:	\$51,000	(\$511,000)	\$59,362
CONSTRUCTION: FACILITIES	\$26,000	(\$3,500)	\$34,478
Penn Place No significant repairs	\$500	(\$21,000)	\$9,363
Town Hall New roof	\$25,000	\$25,000	\$25,115
CONSTRUCTION: STREETS & CURBS	\$0	(\$137,500)	\$5,510
No roads construction in FY 2013. Funding for Capital Planning is increased to support a review of the Capital Improvement Program (see 23800) as well as working out the next major road repair project - probably in FY 2015			
CONSTRUCTION: SIDEWALKS	\$0	(\$208,000)	\$0
No sidewalk work planned in FY 2013. Perhaps extension of the Waverly Ave. sidewalk to Montrose could be part of a new roads program			
CONSTRUCTION: STORM DRAINS	\$20,000	(\$162,000)	\$20,000
A detailed inspection of all Town drains, except for Shelley Court and North Kenilworth, in order to see if the Town needs to plan for future repairs. Also, funds are budgeted for possible cost overruns in the FY 2012 storm drain repair program			
CONSTRUCTION: PARKS & PLAYGROUNDS	\$5,000	\$0	\$5,252
The annual appropriation to the Yeandle Park Fund. This will raise the fund to \$35,000			
23300 - Arboretum Capital Expense	\$3,750	\$3,750	\$4,977
23800 - Capital Planning Expense:	\$2,500	\$2,500	\$10,201
23900 - Capital Contingency	\$0	\$0	\$27,830
25000 - Transfers	\$0	\$2,000	\$0

ACCRUED LEAVE RESERVE: This budget establishes a new fund to address this liability

TOWN OF GARRETT PARK
FY 2013 Draft Budget

Ordinance 2012-02
To Be Adopted: 03/12/2012

	1	2	3	4	6	7	8	9
	FY 2010	FY 2011	FY 2012		FY 2013			
RECEIPTS	EOY Receipts	EOY Receipts	Current Budget	EOY Projection	Proposed Budget Ord. 2012-02	Compared to FY 2012 Budget (As Amended)	% Change	Comments
1000 - Taxes & Fees	\$689,256	\$765,767	\$772,175	\$807,175	\$702,600	(\$69,575)	-9.0%	
1100 -- Local Property Taxes	\$458,190	\$510,482	\$508,750	\$518,950	\$450,250	(\$58,500)	-11.5%	
1110 -- Real Property Taxes	\$444,586	\$453,922	\$490,000	\$500,000	\$431,250	(\$58,750)	-12.0%	Revaluation of the Town has lowered the tax base
1120 -- Personal Property Taxes	\$11,157	\$54,368	\$17,850	\$18,050	\$18,000	\$150	0.8%	
1170 -- Penalties & Interest	\$2,379	\$1,892	\$400	\$400	\$500	\$100	25.0%	
1180 -- Homestead Tax Credit	\$68	\$300	\$500	\$500	\$500	\$0	0.0%	
1200 -- Local Income Taxes	\$221,082	\$242,280	\$250,000	\$275,000	\$240,000	(\$10,000)	-4.0%	The state is projecting a reduction in receipts next year
1300 -- Other Local Taxes	\$0	\$0	\$0	\$0	\$0	\$0		
1400 -- Licenses and Permits	\$9,984	\$13,005	\$13,425	\$13,225	\$12,350	(\$1,075)	-8.0%	
2000 - Intergovernmental Rev.	\$93,866	\$55,092	\$52,640	\$62,165	\$33,050	(\$19,590)	-37.2%	
2200 -- From State of Maryland	\$43,692	\$10,184	\$10,000	\$19,525	\$8,000	(\$2,000)	-20.0%	Reduction in SHA estimate for FY'13 Highway User receipts
2300 -- From Montgomery County	\$50,174	\$44,908	\$42,640	\$42,640	\$25,050	(\$17,590)	-41.3%	Estimated - we may have more detailed information before adoption
3000 - Services Charges	\$129,582	\$125,069	\$130,250	\$130,400	\$130,200	(\$50)	0.0%	
3100 -- General Gov. Charges	\$371	\$272	\$250	\$400	\$200	(\$50)	-20.0%	
3200 -- Municipal Refuse Collection	\$129,211	\$124,797	\$130,000	\$130,000	\$130,000	\$0	0.0%	
4000 - Fines & Forfeitures	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	
5000 - Miscellaneous Receipts	\$136,564	\$144,462	\$133,635	\$134,610	\$134,135	(\$251)	-0.2%	
5100 -- Investment Earnings	\$1,345	\$2,611	\$3,300	\$3,525	\$2,500	(\$800)	-24.2%	Substantial reduction in invested cash
5200 -- Rents and Concessions	\$120,154	\$126,009	\$120,185	\$120,935	\$123,835	\$2,900	2.4%	
5210 -- Town Hall Rents	\$16,100	\$19,615	\$15,650	\$16,400	\$17,500	\$1,100	6.7%	Continuation of increased useage
5220 -- Penn Place Rents	\$102,129	\$104,276	\$102,225	\$102,225	\$103,785	\$1,560	1.5%	
5230 -- Swimming Pool Assoc.	\$1,925	\$2,118	\$2,310	\$2,310	\$2,550	\$240	10.4%	
5300 -- Contributions & Donations	\$15,000	\$15,000	\$10,000	\$10,000	\$7,500	(\$2,500)	-25.0%	Decrease in Cove Trust Grant
5500 -- Sale of Property	\$65	\$842	\$150	\$150	\$300	\$150	100.0%	
5900 -- Miscellaneous - Other	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	
Annual Operating Receipts:	\$1,049,268	\$1,090,390	\$1,088,700	\$1,134,350	\$999,985	(\$89,466)	-8.2%	
9000 - Transfers In	(\$23,172)	(\$66,905)	\$348,420	\$358,609	\$1,396	(\$347,025)	-99.6%	
Total Receipts:	\$1,026,096	\$1,023,485	\$1,437,120	\$1,492,959	\$1,001,380	(\$436,490)	-30.4%	
			\$0	\$0	\$0			

TOWN OF GARRETT PARK
Draft FY 2013 Budget

Ordinance 2012-02
To Be Introduced: 03/12/2012

	1	2	3	4	5	6	7	8
EXPENDITURES	FY 2010	FY 2011	FY 2012		FY 2013			COMMENTS
	Final	Final	Current Budget	EOY Projection	Proposed Budget Ord. 2012-02	Compared to FY 2012 Budget (As Amended)	% Change	
10000 - Personnel	\$364,530	\$367,375	\$386,355	\$384,355	\$404,630	\$18,275	4.7%	
10100 -- Salaries	\$244,801	\$260,022	\$270,700	\$270,700	\$279,225	\$8,525	3.1%	COLA for all employees
10200 -- Overtime	\$8,513	\$1,827	\$5,000	\$5,000	\$5,000	\$0	0.0%	
10300 -- Benefits	\$85,696	\$81,648	\$85,655	\$83,655	\$94,095	\$8,440	9.9%	Projected 20% increase in health insurance
10400 -- Payroll Taxes, Etc.	\$25,521	\$23,878	\$25,000	\$25,000	\$26,310	\$1,310	5.2%	
11000 - Town Administration	\$97,626	\$122,922	\$87,320	\$88,895	\$83,325	(\$3,995)	-4.6%	
11100 -- Elected/App. Officials	\$5,001	\$3,485	\$2,750	\$2,500	\$2,250	(\$500)	-18.2%	
11200 -- Elections	\$1,022	\$1,035	\$1,225	\$1,225	\$1,400	\$175	14.3%	
11300 -- Archives/Public Records	\$15,139	\$24,877	\$18,750	\$23,925	\$22,000	\$3,250	17.3%	New Archivist position
11400 -- Gen. Admin. Expenses	\$18,540	\$24,485	\$19,400	\$17,300	\$19,050	(\$350)	-1.8%	
11700 -- Professional Fees	\$47,173	\$59,608	\$36,625	\$36,375	\$29,000	(\$7,625)	-20.8%	Could be higher - depends on zoning ordinance legal costs
11800 -- Insurance	\$8,566	\$7,870	\$7,720	\$6,720	\$8,275	\$555	7.2%	
11900 -- Town Admin. - Other	\$2,185	\$1,563	\$850	\$850	\$1,350	\$500	58.8%	
12000 - Sponsorships, Etc.	\$9,452	\$4,488	\$4,825	\$4,800	\$5,050	\$225	4.7%	
12100 -- Membership Dues	\$3,146	\$3,196	\$3,275	\$3,250	\$3,500	\$225	6.9%	
12200 -- Sponsorships	\$6,116	\$1,150	\$1,300	\$1,300	\$1,300	\$0	0.0%	
12300 -- Subscriptions	\$190	\$142	\$250	\$250	\$250	\$0	0.0%	
13000 - Building & Grounds	\$90,503	\$73,794	\$88,070	\$88,170	\$94,250	\$6,180	7.0%	
13100 -- B&G Management	\$0	\$0	\$0	\$0	\$0	\$0		
13200 -- Penn Place	\$72,691	\$61,243	\$72,450	\$72,200	\$74,500	\$2,050	2.8%	
13300 -- Town Hall	\$10,849	\$11,173	\$10,870	\$11,220	\$13,750	\$2,880	26.5%	
13400 -- Maintenance Facility	\$6,962	\$1,379	\$1,250	\$1,250	\$1,500	\$250	20.0%	
13500 -- Community Center	\$0	\$0	\$3,500	\$3,500	\$4,500	\$1,000	28.6%	New expense item: landscaping & maintenance costs
14000 - Town Services	\$223,309	\$240,161	\$215,050	\$216,050	\$230,475	\$15,425	7.2%	
14100 -- Roads & Sidewalks	\$55,074	\$66,785	\$55,150	\$55,150	\$67,375	\$12,225	22.2%	
14200 -- Stormwater Drainage	\$6,276	\$0	\$0	\$0	\$500	\$500		Increased maintenance & inspections
14300 -- Municipal Refuse	\$116,162	\$118,169	\$128,700	\$128,700	\$130,000	\$1,300	1.0%	Fuel cost increase, tipping fee increase, no increase in contract
14400 -- Arboretum	\$37,637	\$50,578	\$26,500	\$27,500	\$27,250	\$750	2.8%	
14500 -- Fees	\$2,573	\$1,111	\$1,600	\$1,600	\$1,600	\$0	0.0%	
14600 -- Parks	\$5,587	\$3,519	\$3,100	\$3,100	\$3,750	\$650	21.0%	
16000 - Equipment M&R	\$14,122	\$8,277	\$11,475	\$11,025	\$13,025	\$1,550	13.5%	
17000 - Publication Expenses	\$449	\$160	\$750	\$400	\$500	(\$250)	-33.3%	

	1	2	3	4	5	6	7	8
EXPENDITURES	FY 2010	FY 2011	FY 2012		FY 2013			COMMENTS
	Final	Final	Current Budget	EOY Projection	Proposed Budget Ord. 2012-02	Compared to FY 2012 Budget (As Amended)	% Change	
<u>18000 - Conf. & Conv.</u>	<u>\$1,220</u>	<u>\$796</u>	<u>\$500</u>	<u>500</u>	<u>4,500</u>	<u>\$4,000</u>	<u>800.0%</u>	New elected officials to MML Annual Conference
<u>19000 - Contingency</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15,000</u>	<u>0</u>	<u>40,000</u>	<u>\$25,000</u>	<u>166.7%</u>	
<u>20000 - Debt Service</u>	<u>\$60,933</u>	<u>\$61,012</u>	<u>\$61,025</u>	<u>61,025</u>	<u>61,625</u>	<u>\$600</u>	<u>1.0%</u>	
<u>21000 - Taxes/Bad Debt</u>	<u>\$2,953</u>	<u>\$5,302</u>	<u>\$4,750</u>	<u>4,750</u>	<u>4,750</u>	<u>\$0</u>	<u>0.0%</u>	
Total Operating Expense:	\$865,097	\$884,288	\$875,120	\$859,970	\$942,130	\$67,010	7.7%	Town Hall roof, storm drain inspections, revision of CIP
<u>23000 - To Capital Fund*</u>	<u>\$168,696</u>	<u>\$136,123</u>	<u>\$562,000</u>	<u>632,989</u>	<u>57,250</u>	<u>(\$504,750)</u>	<u>-89.8%</u>	
<u>25000 - Transfers</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,000</u>	<u>\$2,000</u>		
25100 -- Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0		Operating Reserve remains at \$175,000, which seems appropriate
25200 -- Accrued Leave Reserve	\$0	\$0	\$0	\$0	\$2,000	\$2,000		
Expenses: Budgeted:	\$1,033,793	\$1,020,411	\$1,437,120	\$1,492,959	\$1,001,380	(\$435,740)	30.3%	
			\$0	\$0	\$0			

*NOTE: \$57,250 Amount transferred to the Capital Fund in the FY 2013 Budget
 \$106,697 Estimated total Capital Appropriations at the start of FY 2013 (07/01/2012)
 \$49,447 Possible draw from "Free Cash" required if all Capital Appropriations are expended in FY 2013
 \$195,270 Current estimate for "Free Cash" available at the end of FY 2012

**TOWN OF GARRETT PARK
Draft FY 2013 Budget**

Ordinance 2012-02
To Be Introduced: 03/12/2012

Capital Budget

	1	2	3	4	5
		FY 2013			
Account	Estimated Prior Years' Appropriations Unspent	Estimated Prior Years' Appropriations Carried Forward Into FY 2013 (See Budget Program for Details)		Capital Budget	Estimated Total Capital Appropriations
	06/30/12	Ord. 2012-02			07/01/12
<u>23000 - CAPITAL BUDGET</u>	<u>\$51,998</u>	<u>\$51,998</u>		<u>\$57,250</u>	<u>\$109,248</u>
23100 - Capital Purchases	\$1,000	\$1,000		\$0	\$1,000
23200 - Capital Construction	\$14,240	\$14,240		\$51,000	\$65,240
23210 - Construction: Facilities	\$8,478	\$8,478		\$26,000	\$34,478
23220 - Construction: Streets & Curbs	\$5,510	\$5,510		\$0	\$5,510
23230 - Construction: Utilities	\$0	\$0		\$0	\$0
23240 - Construction: Sidewalks	\$0	\$0		\$0	\$0
23250 - Construction: Storm Drains	\$0	\$0		\$20,000	\$20,000
23260 - Construction: Parks & Rec.	\$252	\$252		\$5,000	\$5,252
23290 - Construction: Other	\$0	\$0		\$0	\$0
23300 - Arboretum Capital Expense	\$1,227	\$1,227		\$3,750	\$4,977
23800 - Capital Planning Expense	\$7,701	\$7,701		\$2,500	\$10,201
23900 - Capital Budget Contingency	\$27,830	\$27,830		\$0	\$27,830

NOTE: Prior years' appropriations are carried forward from one fiscal year to the next until they are expended or are extinguished in the succeeding year's Capital Budget. The proposed FY 2013 Capital Budget extinguishes a number of prior years' appropriations.

	1	2	3	4	5
	FY 2012	FY 2013			
Project	Estimated Prior Years' Appropriations Unspent 06/30/12	Capital Programs Appropriations Carried Forward from Prior Years	Capital Program	Estimated Total Capital Appropriations	
		Carried Forward	Balance C/F	Ord. 2012-02	07/01/12
CAPITAL PROGRAM	\$51,998		\$51,998	\$57,250	\$109,248
Capital Purchases	\$1,000	Yes	\$1,000	\$0	\$1,000
Capital Construction	\$14,240		\$14,240	\$51,000	\$65,240
Argyle Curb & Gutter Replacement (FY11,12)	\$2,000	YES	\$2,000	\$0	\$2,000
Cambria Park Playground (FY10)	\$202	Yes	\$202	\$0	\$202
Cambria Court (FY10,11,13)	\$50	YES	\$50	\$0	\$50
Community Center Curb & Gutter (FY12)	\$0	EXPENDED	\$0	\$0	\$0
Community Center Drainage (FY12)	\$0	EXPENDED	\$0	\$0	\$0
Kenilworth & Oxford Sidewalks (FY11)	\$0	EXPENDED	\$0	\$0	\$0
Kenilworth: Strathmore to Waverley West (FY11,12)	\$0	EXPENDED	\$0	\$0	\$0
Kenilworth: Strathmore to Waverley East (FY11,12)	\$0	EXPENDED	\$0	\$0	\$0
Kenililworth/Waverly Triangle Repairs (FY12)	\$0	EXPENDED	\$0	\$0	\$0
North Kenilworth Curb Repair (FY11)	\$2,326	YES	\$2,326	\$0	\$2,326
North Kenilworth Drain (FY09, 10)	\$0	EXPENDED	\$0	\$5,000	\$5,000
Penn Place Exterior Repairs (FY10, 11)	\$66	YES	\$66	\$500	\$566
Penn Place Interior Repairs (FY 11)	\$154	YES	\$154	\$500	\$654
Penn Place Roof Repairs (FY 11)	\$8,143	YES	\$8,143	\$0	\$8,143
Shelley Court Drain Repairs	\$0	EXPENDED	\$0	\$5,000	\$5,000
Street Rehabilitation (FY09, 10)	\$1,184	YES	\$1,184	\$0	\$1,184
Storm Drain Evaluation Program (FY13)		NEW	\$0	\$10,000	\$10,000
Town Hall Rear Wall Repairs (FY12)	\$115	Yes	\$115	\$0	\$115
Town Hall Roof Replacement (FY13)		NEW	\$0	\$25,000	\$25,000
Yeandle Park (FY11)	\$0	EXPENDED	\$0	\$5,000	\$5,000
Capital Construction - Other	\$0	EXPENDED	\$0	\$0	\$0
Arboretum Capital Expense	\$1,227	YES	\$1,227	\$3,750	\$4,977
Capital Planning	\$7,701	YES	\$7,701	\$2,500	\$10,201
Capital Contingency	\$27,830	YES	\$27,830	\$0	\$27,830